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This Week in Wabash



Hello, Wabash,

In [last week's newsletter](#), I told you a bit about myself. Now, I want to explain how you can return the favor.

Do you have an upcoming event to promote?

First of all, I would like to direct your attention to the Pulse of Wabash column which runs in each edition of the paper. This is where we run an ever-evolving list including all the upcoming local events we've reported on previously. If you'd like to have your upcoming event featured in this space, it's really quite simple: You need to send the details (including who, what, when, where, why and how) as email to news@wabashplaindealer.com no later than five days before the event itself. (Please don't call me on the phone an hour before your event begins asking for coverage. It will most likely be far too late to do anything about it at that point.) Also, please make sure to use complete sentences, Associated Press style and Microsoft Word or PDF file formats.

Second, if you'll notice, in each Saturday edition we publish a similar ongoing round-up of upcoming church services for that weekend. Most of the local churches who appear in the section have made a habit of sending me their schedules no later than noon Tuesday before that upcoming weekend's services. If your church group has regular events you'd like featured in the section, just follow the instructions I outlined above for Pulse, but make sure to use "Church News" in the subject line of the email.

And finally, if you type something on the computer, print it out and mail it to me, I'll just have to re-type what you already typed anyway. So, please send the original computer file to me as an attachment if at all possible. Also, if you have any high-quality photos to send along with your email, that is always helpful.

Well, that's all for this week. I'll be back with you next Wednesday to discuss how to submit items for the Opinion page.

Have a great rest of your day.

Best,

Rob



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